

## DEAR OWNER

**Congratulations with the purchase  
of your new playground.**

Instructions relating to the inspection and maintenance of your new  
playground/playground equipment from NORNA PLAYGROUNDS A/S

DATE: \_\_\_\_\_

ORDER NO.: \_\_\_\_\_



# Contents

<b>3</b>	Instructions relating to the inspection and maintenance of your new playground/playground equipment from Norna Playgrounds A/S
<b>4</b>	General information about safety regulations
<b>6</b>	A safe playground
<b>7</b>	Recommendations relating to the inspection and maintenance of playground equipment
<b>8</b>	Inspection schedule <ul style="list-style-type: none"><li>- Regular visual inspection</li><li>- Operational inspection</li><li>- Main inspection</li></ul>
<b>9</b>	Regular visual inspections
<b>10</b>	Operational inspection <ul style="list-style-type: none"><li>- Maintenance of wood</li><li>- Surface treatment of wood</li><li>- Maintenance of steel</li><li>- Playhouses</li><li>- Playtowers</li><li>- Balancing and climbing equipment</li><li>- Swings</li><li>- Slides</li><li>- Playground ropeways</li><li>- Seesaws</li><li>- Water games</li></ul>
<b>23</b>	Procedure aids for registration and documentation
<b>24</b>	Inspection forms
<b>25</b>	Procedure aids for registration and documentation
<b>26</b>	List of performed operational inspections
<b>27</b>	Reports executed in connection with the annual main inspection
<b>28</b>	Procedure aid for renovation
<b>29</b>	Procedure aid in the event of breakdown or failure
<b>30</b>	Procedure aid for registering accidents

# Instructions relating to the inspection and maintenance of your new playground/playground equipment from NORNA PLAYGROUNDS A/S

Congratulations with the purchase of your new playground equipment/playground from NORNA PLAYGROUNDS A/S.

We hope that it will bring its users many years of play and happiness.

A **great** playground is also a **safe** playground.

Playground equipment from NORNA PLAYGROUNDS A/S is developed with extreme care and using high-quality materials, which means it can also have a very long lifetime.

To ensure this and to ensure that the playground equipment continues to comply with the applicable safety regulations and product warranty, start a new and important process today: **Ongoing inspection and maintenance.**

It is the responsibility of the owner to ensure that the playground remains safe. This is ensured through the structured and careful maintenance of the playground equipment and its surroundings.

In this folder, NORNA PLAYGROUNDS A/S has collected all of the maintenance and inspection recommendations, and references to more exhaustive information about the subject.

NORNA PLAYGROUNDS A/S wants to help you the owner of a playground, to feel that you are prepared for the important task of ensuring that the playground equipment continues to comply with the applicable safety regulations.

## IMPORTANT!

**It is extremely important that you follow the recommendations for the inspection and maintenance of playground equipment that are given in this folder. If the recommendations are not followed, the playground equipment or its surroundings may become hazardous to users. NORNA PLAYGROUNDS A/S cannot be held liable for damage that is a result of a lack of maintenance.**

**Playground equipment is covered by NORNA PLAYGROUNDS A/S' warranty terms and conditions only if there is documentation showing that the recommendations for its inspection and maintenance are complied with.**

Further information about NORNA PLAYGROUNDS A/S' warranty terms and conditions is available at: <https://norna-playgrounds.com/en/warranty/>

Should you have any questions relating to the maintenance of playground equipment from NORNA PLAYGROUNDS A/S, then please contact us:

### NORNA PLAYGROUNDS A/S

Virkefeltet 1, 8740 Brædstrup, Denmark · Tel.: +45 7575 4199 · [mail@norna-playgrounds.com](mailto:mail@norna-playgrounds.com)  
[norna-playgrounds.com](https://norna-playgrounds.com)

## General information about safety regulations

Playground equipment made in Denmark and in the European Union is manufactured in accordance with common safety standards.

The two sets of standards that apply here are:

DS/EN 1176, which applies to playgrounds.

DS/EN 1177, which applies to impact absorbing playground surfacing.

In accordance with DS/EN 1176, there are six main types of hazard you should be aware of:

1. Entrapment of head and neck.
2. Entrapment of clothing or of the whole body.
3. Entrapment of feet or legs.
4. Falls.
5. Impacts.
6. Insufficient finishing, which has an impact on safety or construction deficiencies.

### Falling space:

In, on or around equipment occupied by a user who falls down from a higher part of the equipment (see DS/EN 1176:1 Fig.1).

The falling space starts at the free falling height (see DS/EN 1176:1 section 3.7 Falling space).

There must not be any items in the falling space, which can cause an injury to the user if they hit it from a falling height of greater than 60 cm (see DS/EN 1176:1 section 4.2.8.4 Protection against injuries in the falling space).

### Head Entrapment:

Occurs if there is an opening between 8.9 cm and 23 cm and at the same time the lower edge of this opening is more than 60 cm above the terrain/standing surface. Such an opening constitutes a hazard, since a user's legs and body can pass through it but their head cannot (see DS/EN 1176:1 section 4.2.7.2 Entrapment of head and neck).

### Fingers entrapment:

Occurs if there is an opening between 8 and 25 mm and at the same time the lower edge of this opening is more than 100 cm above the terrain/standing surface. Fingers entrapment can also occur at all heights where the user is in a "forced movement", for example when you slide down a slide (see DS/EN 1176:1 section 4.2.7.6 Entrapment of fingers).

### Cords and drawstrings entrapment:

Occurs if there are openings or angles which constitute a hazard where e.g. hood cords become entrapped while the rest of the body continues to move in a "forced movement". A "forced movement" is for example, when you slide down a slide (see DS/EN 1176:1 point 4.2.7.3 Entrapment of clothing/hair).

It is important to pay attention to ensuring V-shaped openings do not occur with a vertical downward angle, where the opening is less than 60 degrees.

## General information about safety regulations

All products from NORNA PLAYGROUNDS A/S are developed in accordance with these safety standards.

We will also draw your attention to DS/EN 14682: Safety of children's clothing – Cords and drawstrings on children's clothing – Specifications.

### **Six recommendations relating to children's clothing:**

Clothing for children up to seven years old (height 134 cm) may not have drawstrings or cords in the head and neck area.

1. Clothing for children aged between seven and fourteen years old may not have drawstrings in the head and neck area that are longer than 75 mm or cords with free-hanging ends. Cords in the head and neck area may not be elastic – shoulder straps and halter necks are excluded.
2. Clothing for children may not have drawstrings or cords with free-hanging ends, which are longer than 140 mm in the chest and waist area.
3. Halter necks in children's clothing may not have free-hanging ends in the head and neck area.
4. Children's clothing with belts or cords that are designed to be tied at the front may not have loose ends that are longer than 360 mm, measured when they are not tied and from the point where they shall be tied.
5. Other drawstrings or cords in children's clothing may not trail below the sleeve or hem of the garment. Drawstrings, functional cords and decorative cords at the bottom hem of trousers shall be totally on the inside of the garment.

Children's clothing that has been sewed at home must also meet these requirements.

A drawstring is a string that is sewed securely to the garment. A cord is a tie that goes through a guide or straps on the garment.

*Source: Danish Safety Technology Authority*

## A safe playground

A safe playground is achieved through the interplay of several players:

1. A professional and competent manufacturer.
2. A qualified fitter with knowledge of EN1176 and EN1177. When installing the playground equipment, it is extremely important that the installation instructions from NORNA PLAYGROUNDS A/S are followed correctly. If the playground equipment is not installed correctly, NORNA PLAYGROUNDS A/S' warranty terms and conditions are void.
3. An owner or the appointed operator by the owner, who is responsible for ensuring that the inspection of playground equipment and outdoor area is performed, and for initiating ongoing maintenance of playground equipment as required.

### **NORNA PLAYGROUNDS A/S' approach to safety**

At NORNA PLAYGROUNDS A/S, safety is a focus area. Our work focuses on ensuring our playground equipment has a high level of safety.

- Several of our employees are qualified playground inspectors.
- Our standard products are approved and certified at TÜV.
- We have developed a completely unique technique for the pre-drilling of Robinia, which we call "Smart Robinia". The technique has several advantages. One of the most important of these is that it ensures the correct installation in accordance with EN1176. Quite simply, it is impossible to install incorrectly. This ensures that the owner can have a high degree of certainty.

## Recommendations relating to the inspection and maintenance of playground equipment

We recommend that the owner or the person responsible for the running of the equipment creates an archive for the product or complete playground with the following documents:

- Folder from NORNA PLAYGROUNDS A/S with recommendations for inspection and maintenance.
- The purchase invoice.
- Fitting Instructions.
- Documentation of inspections of the playground.  
(REMEMBER that this is a requirement in relation to the warranty).
- Documentation of maintenance of the playground.  
(REMEMBER that this is a requirement in relation to the warranty).
- Complete annual inspection reports.

### Inspection of playground equipment

- The inspection and maintenance of playground equipment should be carried out by a competent person. It is recommended that the owner/ person responsible for the operation of the playground appoints a person who has the overall responsibility for this area. The task must be carried out in accordance with NORNA PLAYGROUNDS A/S' (the manufacturer's) instructions.
- The inspection and maintenance of playground equipment must be carried out continuously, to maintain safety and function.
- How often inspection and maintenance should be carried out can vary. Influencing factors can include: the age of the playground equipment, positioning near the coast, vandalism and large loads.
- If a fault on the playground equipment is discovered, which could be hazardous to the users, the equipment must be taken out of service until the fault has been remedied.

# Inspection schedule

## THREE DIFFERENT TYPES OF INSPECTION ARE RECOMMENDED

### Regular visual inspections

This type of inspection can be carried out by the person responsible for maintenance.

It is recommended that this inspection is carried out on a daily basis.

Regular visual inspection means it is possible to identify obvious newly-arisen hazards, which can arise because of vandalism, use or climatic factors.

Examples of items relevant to visual inspection are cleanliness, the equipment's free heights, surfaces, exposed foundations, sharp edges, missing parts, added parts and unusually excessive wear.

The inspections should be documented in a form (a proposed form is enclosed) or logbook.

### Operation inspection

This type of inspection can be carried out by the person responsible for maintenance.

It is recommended that this inspection is carried out at intervals of 1–3 months. The operational inspection is a more detailed inspection used to verify the equipment's operation and stability, especially checking for wear.

With this kind of inspection, it will often be necessary to carry out maintenance work on the playground equipment, e.g. the tightening of joints, bolts and fittings. Another possibility may be the cleaning and treatment of the playground equipment's surfaces.

### Main inspection

The main inspection must be carried out by an certified playground inspector, who

is independent of the playground owner or the person responsible for the playground's maintenance. The annual main inspection should be carried out with an interval of 12 months at the most.

The aim of the main inspection is to carry out a thorough and systematic inspection of the playground's elements to gain an overview of the general level of safety for the equipment, foundations and surface.

In this case, elements are looked at in greater detail, e.g. the impact from weather, signs of rot or corrosion, and if required, changing of the playground's level of safety as a result of executed repairs or supplemented or replaced components.

Based on this inspection, there will often be recommendations for the maintenance and if required, the replacement of spare parts.

Enclosed are diverse appendixes, providing guidance on how the inspection and maintenance of playground equipment can be carried out.

In addition, an appendix relating to how you can document both the inspection and maintenance tasks is also enclosed.

Should any questions arise, please contact NORNA PLAYGROUNDS A/S.

***Once again, congratulations on your new playground equipment – HAVE FUN!***



## Inspection and maintenance instructions. Regular visual inspection.

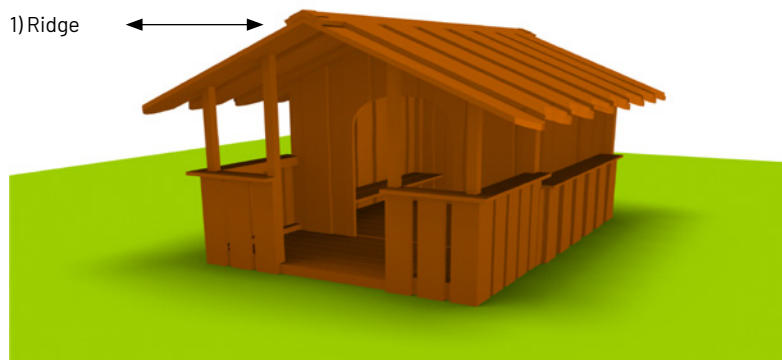
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials	Date/ initials	Date/ initials	Date/ initials	Date/ initials	Date/ initials	Date/ initials	Date/ initials
Cleaning	General cleanliness of the playground.	Remove sand, leaves and dirt on and around the product.									
Broken parts	Check to ensure that there are no loose, missing or broken parts.	Tighten or replace if necessary.									
Foreign bodies	Check that no foreign bodies have been added or left on the playground equipment or on the playground in general (broken glass, plastic bags, cord/rope, covering parts, things left behind by animals or something else).	Ensure that the material is removed.									
Loose impact absorbing surfacing	Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment.	Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.									
Rubber surface	Check to see if there is sand, leaves or other material on the rubber surface.	Ensure that the material is removed.									

# Operational inspection

## Inspection and maintenance instructions

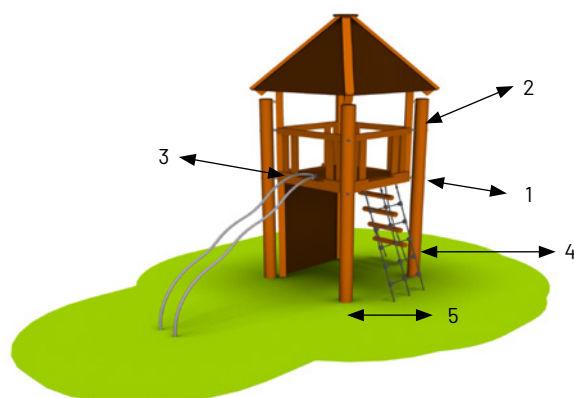
- 11** In general
  - Maintenance of wood
  - Surface treatment of wood
  - Maintenance of steel
- 12** Playhouses
- 13** Playtowers
- 14** Balancing and climbing equipment
- 15** Swings
- 17** Slides
- 19** Playground ropeways
- 21** Seesaws
- 22** Water games

IN GENERAL				
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Maintenance of wood</b>	All of the playground equipment should be thoroughly cleaned at least once a year. Sand, dirt, moss, algae and fallen trees hold moisture and increase the risk of attack from fungus and rot.	Cleaning can be done easily using a soft brush and pure water. Moss and algae are removed with widely available agents against green mildew. It is important that the wood's surface is clean and dry before it is treated with wood protection.		
<b>Surface treatment of wood</b>	<p>NORNA PLAYGROUNDS A/S uses different types of wood. Robinia, Douglas, Siberian Larch and Pine.</p> <p>These types of wood will always be supplied untreated. If color is preferred, an environmentally friendly water-based chestnut-coloured treatment will be applied from the factory.</p> <p>NORNA PLAYGROUNDS A/S sells this original wood protector system. Product numbers, for respectively: COLOURLESS wood protection: LE11965. CHESTNUT-COLOURED wood protector: LE11964.</p>	<p>All types of wood, except from Robinia, must be treated with an approved woodprotection system by one year at the latest after installation. After that, the wood requires re-treatment every or every second year, depending of which type of woodprotection system you use.</p> <p><b>IMPORTANT:</b> Do not use linseed-oil.</p>		
<b>Maintenance of steel</b>	NORNA PLAYGROUNDS A/S uses only high quality stainless steel. Even so, there is a risk of rust film forming on the steel. It is not the steel itself that rusts – it is exterior rust, which attaches to the playground equipment. But the result is that it appears as if the playground equipment is rusting.	<p>If the rust film is not removed, in a couple of years it will corrode into the surface of the steel. This has no impact on the durability of the steel. However, it does affect the look of the steel.</p> <p>The steel can be treated by removing the rust and polishing. You can purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99616.</p>		

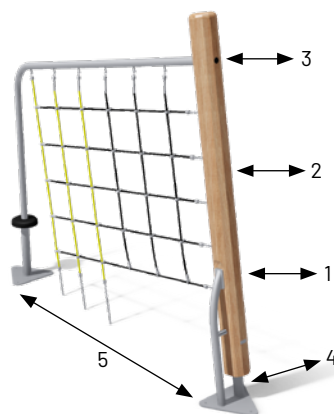
**PLAYHOUSES**


ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	1) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks along the spine, which can create cords and drawing strings entrapments or finger entrapments. (See "Instructions relating to the inspection and maintenance of your new playground/ playground equipment from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Pay attention to any cracks in the wood, in some cases they may create sharp edges, which you must sand down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints</b>	2) Check that the joints are still secure. Pay attention to any screws that are sticking out.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions. The installation instructions also contain the product numbers of approved spare parts.</li> </ul>		

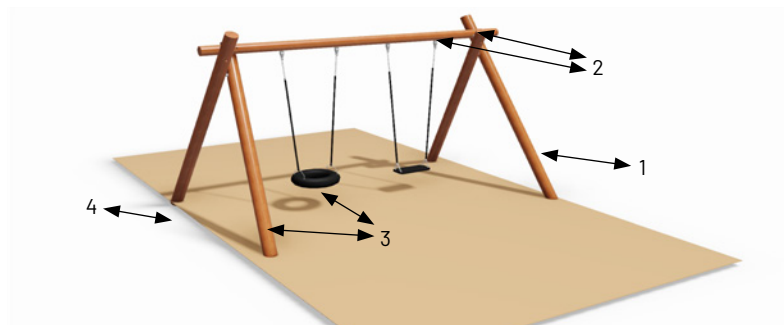


**PLAYTOWERS**


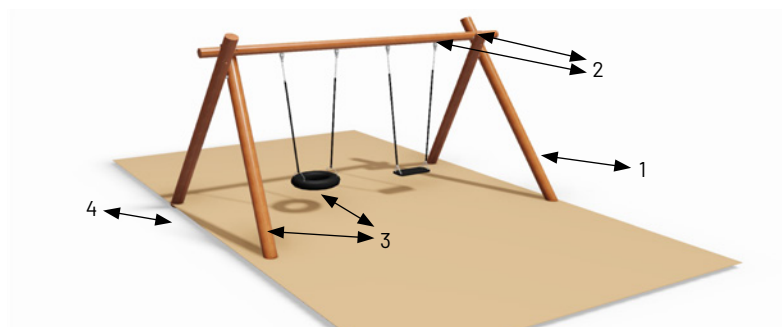
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	1) General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	2) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments (See "Instructions relating to the inspection and maintenance of your new playground/playground equipment from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Also check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints</b>	3) Check that the joints are still secure. Pay attention to any screws that are sticking out. Remember to exercise care with fireman poles, sliding bars and other places where forced movement can occur.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions, which also contains information about product numbers and approved spare parts.</li> </ul>		
<b>Impact absorbing material. Loose impact absorbing surfacing</b>	4) Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment.	Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.		
<b>Foundation</b>	5) It may be necessary to remove the impact absorbing material to inspect the foundation/posts for decomposition below the ground level. Particular attention should be paid when the playground equipment is dependent on a single post. Dig 10-20 cm down at the post and inspect for rot/corrosion.	Replace or repair if necessary.		

**BALANCING AND CLIMBING EQUIPMENT**


ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	1) General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	2) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments (See "Instructions relating to the inspection and maintenance of your new playground/playground equipment from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Also check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints</b>	3) Check that the joints are still secure. Pay attention to any screws that are sticking out. Remember to exercise care with fireman poles, sliding bars and other places where forced movement can occur.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions, which also contains information about product numbers and approved spare parts.</li> </ul>		
<b>Impact absorbing material. Loose impact absorbing surfacing</b>	4) Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment.	Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.		
<b>Foundation</b>	5) It may be necessary to remove the impact absorbing material to inspect the foundation/posts for decomposition below the ground level. Particular attention should be paid when the structural integrity of the playground equipment is dependent on a single post and/ or more than one posts standing on a line. Dig 10-20 cm down at the post and inspect for rot/ corrosion.	Replace or repair if necessary.		

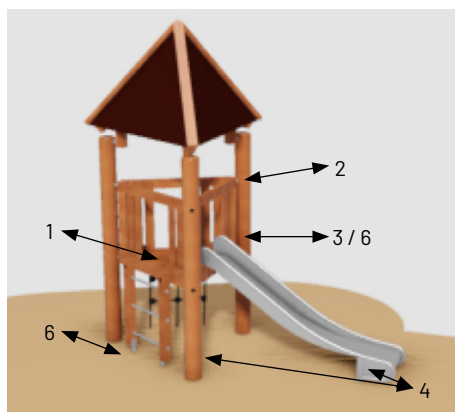
**SWINGS**


ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	1) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments. (See "Instructions relating to your new playground/ playground equipment from NORNA PLAYGROUNDS A/S" for more information about the different entrapments).</li> <li>• Check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints/ moving parts.</b>	2) Check that the joints are still secure. Pay attention to any screws that are sticking out. Check that swing brackets are not stiff and do not creak.	<p>Tighten and if necessary, replace bolts and screws. For further information, see the installation instructions. The installation instructions also contain the product numbers of approved spare parts.</p> <p><b>Especially for swings fitted with a single point bracket:</b></p> <p>A grease pump is included. The bracket should be greased as required and at least once a year. If a new pump or grease is needed, these can be purchased from NORNA PLAYGROUNDS A/S. Pump: product no. LE15161. Grease: product no. LE15160.</p> <p><b>Especially for swings fitted with two point brackets:</b></p> <p>The swing must be lubricated as required and at least once a year. New lubricant can be purchased from NORNA PLAYGROUNDS A/S. Lubricating agent product no. LE15180.</p>		

**SWINGS**


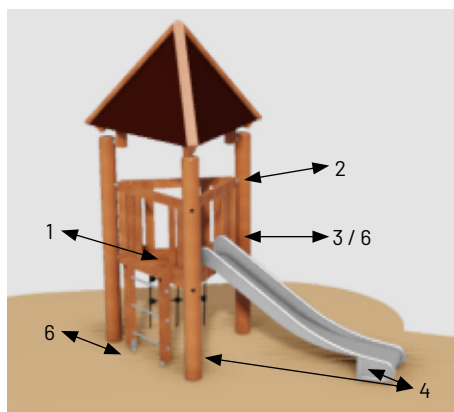
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
Impact absorbing material Loose impact absorbing surfacing	3) Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment. The 0 level mark is found on all of the posts, where the playground equipment's ID plate is fitted.	<p>Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.</p> <p><b>Attention to free heights at swings (the distance between the underside of the seat and the impact absorbing surface): Bird's nest basket swings and Tyre Swings: 40 cm. Infant swings and safety seats: 35 cm. Follow the instructions in the fitting instructions.</b></p>		
Foundation	4) It may be necessary to remove the impact absorbing material to inspect the foundation/posts for decomposition below the ground level. Particular attention should be paid when the playground equipment is dependent on a single post. Dig 10–20 cm down at the post and inspect for rot/corrosion.	Replace or repair if necessary.		



**SLIDES**


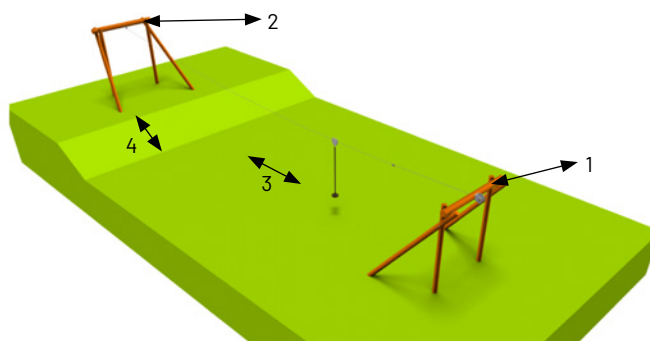
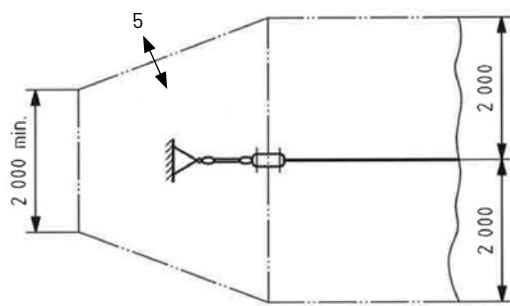
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	1) General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	2) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments. (See "Instructions about inspection and maintenance from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints</b>	3) Check that the joints are still secure. Pay attention to any screws that are sticking out.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions. The installation instructions also contain the product numbers of approved spare parts.</li> </ul>		
<b>Impact absorbing material</b> <b>Loose impact absorbing surfacing</b>	4) Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment. The 0 level mark is found on all of the posts, where the playground equipment's ID plate is fitted.	Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.		
<b>Foundation</b>	5) It may be necessary to remove the impact absorbing material to inspect the foundation/posts for decomposition below the ground level. Particular attention should be paid when the playground equipment is dependent on a single post. Dig 10-20 cm down at the post and inspect for rot/ corrosion.	Replace or repair if necessary.		

## SLIDES



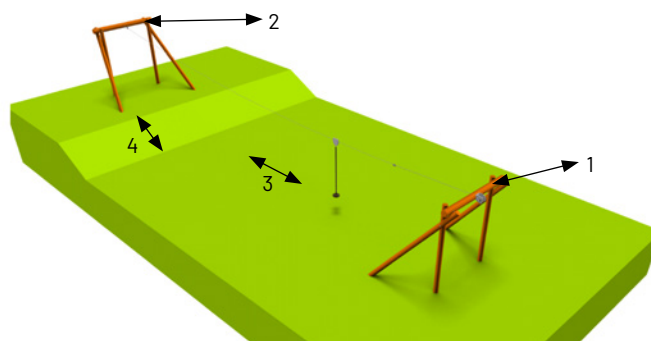
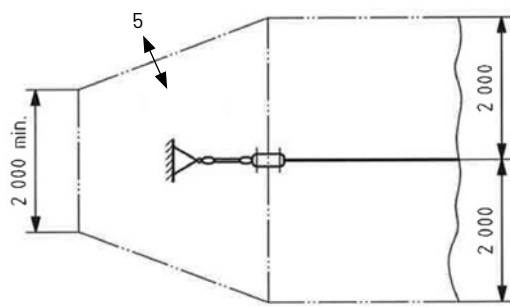
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cord entrapment</b>	6) In the case of slides it is particularly important to inspect them for cracks and openings, which may cause cord entrapment hazards (see image 2).	<p>Cord entrapment occurs if there are openings or angles which constitute a hazard where e.g. hood cords become entrapped while the rest of the body continues to move in a "forced movement".</p> <p>A "forced movement", is for example, when you slide down a slide (see DS/EN 1176:1 point 4.2.7.3 Entrapment of clothing/hair). It is important to pay attention to ensuring V-shaped openings do not occur with a vertical downward angle, where the opening is less than 60 degrees.</p>		

## PLAYGROUND ROPEWAYS



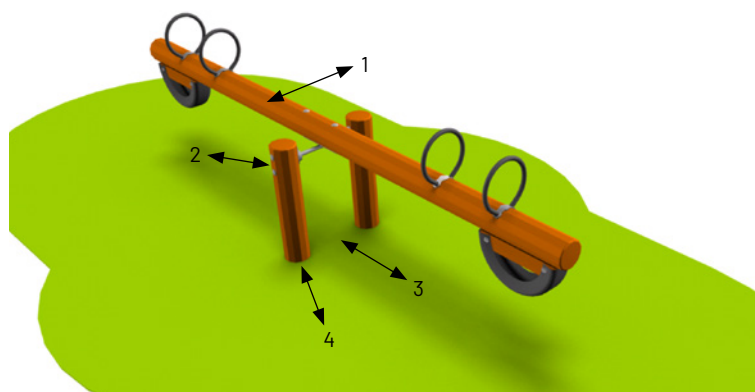
ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	1) 1) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments. (See "Instructions about inspection and maintenance from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints</b>	2) Check that the joints are still secure. Pay attention to any screws that are sticking out.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions. The installation instructions also contain the product numbers of approved spare parts.</li> </ul>		
<b>Impact absorbing material</b> <b>Loose impact absorbing surfacing</b>	3) Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment. The 0 level mark is found on all of the posts, where the playground equipment's ID plate is fitted.	Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.		
<b>Foundation</b>	4) It may be necessary to remove the impact absorbing material to inspect the foundation/posts for decomposition below the ground level. Particular attention should be paid when the playground equipment is dependent on a single post. Dig 10-20 cm down at the post and inspect for rot/ corrosion.	Replace or repair if necessary.		

## PLAYGROUND ROPEWAYS



ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
Especially for playground ropeways	<p>5) The distance from the wire to the seat may not be less than 2.1 m. There must be a free space on both sides of the seat of 2 m when the seat is hanging in the resting position. Attention to free height at the seat (the distance between the underside of the seat and the impact absorbing surface):</p> <p>The distance from the underside of the seat may not be less than 40 cm.</p>			



**SEESAWS**


ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush.		
<b>Wood</b>	1) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments. (See "Instructions about inspection and maintenance from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints</b>	2) Check that the joints are still secure. Pay attention to any screws that are sticking out.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions. The installation instructions also contain the product numbers of approved spare parts.</li> </ul>		
<b>Impact absorbing material</b> <b>Loose impact absorbing surfacing</b>	3) Check the impact absorbing surfacing in accordance with 0 level marks, which are fitted on the playground equipment. The 0 level mark is found on all of the posts, where the playground equipment's ID plate is fitted.	Ensure that the falling height is correct, re-establish the impact absorbing surfacing if necessary. It is especially important that attention is paid to areas exposed to a lot of wear, such as under swings and next to slides.		
<b>Foundation</b>	4) It may be necessary to remove the impact absorbing material to inspect the foundation/posts for decomposition below the ground level. Particular attention should be paid when the playground equipment is dependent on a single post.	Replace or repair if necessary.		

## WATER GAMES





### Safety and hygiene recommendations

Water barrels and ducts are used to store and transport water (see image).

ITEM	INSPECTION	MAINTENANCE	Date/ initials	Date/ initials
<b>Cleaning</b>	General cleanliness of the playground.	Remove leaves, sand and dirt from the surfaces using a brush. It is recommended that you rinse the water game thoroughly.		
<b>Wood</b>	1) Check for splinters, cracks or rot. Wood is a living material and cracks will form naturally. These cracks normally do not have any consequence for quality or safety.	<ul style="list-style-type: none"> <li>• Replace boards if necessary.</li> <li>• Pay attention to cracks, which can create cords and drawing strings entrapments or finger entrapments. (See "Instructions about inspection and maintenance from NORNA PLAYGROUNDS A/S" for more information).</li> <li>• Check that any cracks do not create sharp edges – if they do the edges must be sanded down.</li> </ul> <p>If you want to treat cracks in Robinia wood, we recommend that you purchase a repair kit from NORNA PLAYGROUNDS A/S. Product number LE99617.</p>		
<b>Joints/ moving parts</b>	2) Check that the joints are still secure. Pay attention to any screws that are sticking out.	<ul style="list-style-type: none"> <li>• Ensure that any screws that are sticking out are removed.</li> <li>• Tighten and if necessary, replace bolts and screws.</li> <li>• For further information, see the installation instructions. The installation instructions also contain the product numbers of approved spare parts.</li> </ul>		
<b>Hygiene</b>	Due to health considerations, children should never ingest water from water game equipment.			
<b>Safety</b>	<p>Children should not be left unsupervised when they use water games. Always empty the playground equipment at the end of the day.</p> <p><b>Large barrels:</b> If the barrel is used for the water game, you should only use fresh water in the barrel. If the barrel is used to collect rainwater, you should always ensure that the child-proof lid is on. At the end of the day, the barrel must be emptied by opening the tap and allowing the water to run out. NB: There will still be approximately 5 cm of water remaining in the bottom of the barrel. To ensure this runs out too, tilt the barrel so that the water pools at the open tap. Alternatively, you can tip the barrel upside down to ensure that there is no water left in the bottom of the barrel.</p> <p><b>Small barrels/half-barrels:</b> If the barrel is used for the water game, you should only use fresh water in the barrel. At the end of the day, empty the barrel by removing the plug that is positioned in the bottom of the barrel.</p> <p>NORNA PLAYGROUND A/S recommends that you empty the water game playground equipment after use and when it is not possible to monitor the children. Always use a supply of fresh water to rinse pipes, etc.</p> <p>Before using the playground equipment, it must be filled with clean fresh water. Always follow your local water utility's safety instructions.</p>			

## Procedure aids for registration and documentation

- 24**     Inspection forms
- 25**     List of performed regular visual inspections
- 26**     List of performed operational inspections
- 27**     Reports executed in connection with the annual main inspection
- 28**     Procedure aid for renovation
- 29**     Procedure aid in the event of breakdown or failure
- 30**     Procedure aid for registering accidents

	PLAYGROUND LOGBOOK FOR:	
---	-------------------------	---

INSPECTION FORMS
Inspection forms in PDF format or as electronic forms



## List of performed regular visual inspections

**This type of inspection should be carried out every day**

It is extremely important that you follow the recommendations for the inspection and maintenance of playground equipment that are given in this folder. If the recommendations are not followed, the playground equipment or its surroundings may become hazardous to users. Playground equipment is covered by NORNA PLAYGROUNDS A/S' warranty terms and conditions only if there is documentation showing that the recommendations for its inspection and maintenance are complied with.

You can download this folder and its associated forms from our website:

<https://norna-playgrounds.com>

[illegible]

## List of performed operational inspections



**This type of inspection must be carried out at intervals of 1-3 months.**

It is extremely important that you follow the recommendations for the inspection and maintenance of playground equipment that are given in this folder. If the recommendations are not followed, the playground equipment or its surroundings may become hazardous to users. Playground equipment is covered by NORTON PLAYGROUNDS A/S' warranty terms and conditions only if there is documentation showing that the recommendations for its inspection and maintenance are complied with.



You can download this folder and its associated forms from our website:

<https://norna-playgrounds.com>

[illegible]



	PLAYGROUND LOGBOOK FOR:	
---	-------------------------	---

LATEST INSPECTION REPORT
Inspection report in PDF format

	PLAYGROUND LOGBOOK FOR:	
---	-------------------------	---



PROCEDURE AID FOR RENOVATION		
EQUIPMENT DETAILS		Equipment item no.
Manufacturer		Type of equipment
Product name		Serial number
Target group		Certificate no.

CONDITION OF THE EQUIPMENT			
	Tick as applicable		Tick as applicable
Good		Poor	
Average		Broken-down	
WHAT IS TO BE RENOVATED?			Yes/No
Surface treatment			
Replacement of wearing parts			
Replacement of construction sections such as posts and other bearing components			
Replacement of worn out woodwork in side shielding, etc.			
DESCRIPTION OF RENOVATION			
WHO CAN/MAY CARRY OUT THE RENOVATION?			Tick as applicable
An internal employee must carry out the renovation			
An external tradesman must carry out the renovation			
The supplier must carry out the renovation			
COMMENTS			

	PLAYGROUND LOGBOOK FOR:	
---	-------------------------	---

PROCEDURE AID IN THE EVENT OF BREAKDOWN OR FAILURE		
EQUIPMENT DETAILS		Equipment item no.
Manufacturer		Type of equipment
Product name		Serial number
Target group		Certificate no.

CONDITION OF THE EQUIPMENT			
	Tick as applicable		Tick as applicable
Good		Poor	
Average		Broken-down	
CAUSE OF BREAKDOWN OR FAILURE			Yes/No
Was the breakdown or failure caused by lack of maintenance?			
Was the breakdown or failure caused by the design of the play equipment?			
Was the breakdown or failure caused by vandalism?			
Was the breakdown or failure caused by anything else?			
DESCRIPTION OF THE BREAKDOWN OR FAILURE			
ACTION AFTER DISCOVERY OF A BREAKDOWN OR FAILURE			Tick as applicable
Defect repaired immediately			
The item of equipment has been cordoned off			
The supplier has been contacted and a guarantee case instigated			
The supplier has been engaged to repair the defect			
A tradesman has been engaged to carry out repairs			
New spare parts have been ordered			
Other			
COMMENTS			

	PLAYGROUND LOGBOOK FOR:	
---	-------------------------	---

PROCEDURE AID FOR REGISTERING ACCIDENTS			
BASIC DATA			
Date of accident		Number of children on the playground at the time of the accident	
Time		Number of casualties	
		Was the person injured in connection with using play equipment?	

DETAILS OF THE INJURED PERSON			
Gender	Age	Covering	Footwear



WEATHER CONDITIONS AT THE TIME OF THE ACCIDENT					
Tick as applicable		Tick as applicable		Temperature Celsius	
Sunny and dry		Black frost			
Sunny but damp		Icy			
Rain		Frosty snow			
Cloudy (damp)		Melting snow and sleet			
Cloudy (dry)		Other			

EXTENT OF THE INJURY		TYPE OF INJURY		BODY PART INJURED	
Tick as applicable		Tick as applicable		Tick as applicable	
Superficial injuries		Head and neck injuries		Head	
Requires rehabilitation		Impact injuries		Neck	
Emergency room/visit to a doctor		Wound damage		Back	
Admission to hospital		Ligament injuries		Internal organs	
Permanent ill-effects		Broken bone		Body	
Fatal		Amputation		Arms	
Other		Other		Legs	

SURFACE AT THE SITE OF THE ACCIDENT				NOTE IN CONNECTION WITH FALLS	
Tick as applicable		Tick as applicable		If a user is injured as the result of a fall from playground equipment where the injury can be attributed to the ground surface, then an impact/drop test should be carried out on the surface in question.	
Tiles		Sandpit sand			
Soil		Play sand			
Stones		Fine gravel			
Grass		Pea gravel			
Grass mats		Bark			
Rubber tiles		Wood chip			
Poured-in-place rubber surface		Other			

ACCIDENT DESCRIPTION	WITNESS STATEMENT (ANONYMOUS)



	PLAYGROUND LOGBOOK FOR:	
---	-------------------------	---

ONLY USE THIS PAGE IF THE ACCIDENT IS RELATED TO PLAY EQUIPMENT		
EQUIPMENT DETAILS		Equipment item no.
Manufacturer		Type of equipment
Product name		Serial number
Target group		Certificate no.

CONDITION OF THE EQUIPMENT			
	Tick as applicable		Tick as applicable
Good		Poor	
Average		Broken-down	
CAUSE OF THE ACCIDENT			Yes/No
Was the condition of the play equipment the cause of the accident?			
Was the design of the play equipment the cause of the accident?			
Was the ground surface the cause of the accident?			
THE NATURE OF THE ACCIDENT			Tick as applicable
Impact from a movable part of the equipment			
Impact from a hard object in the impact area			
Impact from a foreign object during use of a slide, swing, see-saw, fireman's post or similar			
Collapse, breakdown or similar			
Trapping or crushing			
Strangulation			
Fall			
Other			
OTHER QUESTIONS			Yes/No
Has the supplier been informed of the accident?			
Should the item of equipment be altered?			
Should the item of equipment be removed?			
Should the ground surface be replaced?			
OTHER REMARKS			

# NORNA PLAYGROUNDS

designed for sustainable and creative play



We design and manufacture natural playgrounds for the whole world, based on children's needs to have their imaginations, creativity and motor functions stimulated. Our playground equipment appeals to both natural and free play for all children, using designs that are sustainable and safe.



**NORNA PLAYGROUNDS A/S**

Virkefeltet 1, 8740 Brædstrup, Denmark . Tel.: +45 7575 4199 . [mail@norna-playgrounds.com](mailto:mail@norna-playgrounds.com)

[norna-playgrounds.com](http://norna-playgrounds.com)